

Alternative Provision Placement, Monitoring and Risk Assessment Policy

1. Policy Statement

This policy outlines the procedures for identifying, commissioning, monitoring and reviewing Alternative Provision (AP) placements for pupils on roll at the school.

The Governing Board and Headteacher recognise that the school retains responsibility and accountability for the safety, welfare, attendance, progress and outcomes of pupils who attend alternative provision, whether on a full-time or part-time basis.

The school is committed to ensuring that any alternative provision:

- Meets the pupil's educational, social and emotional needs.
- Provides a safe and secure environment.
- Delivers a suitable curriculum.
- Promotes regular attendance.
- Supports positive behaviour and wellbeing.
- Maintains robust safeguarding arrangements.
- Is subject to regular monitoring by the school.

2. Aims

The aims of this policy are to:

- Ensure that alternative provision is used appropriately.
- Maintain pupil safety and welfare.
- Provide clear processes for risk assessment and placement approval.
- Establish robust monitoring arrangements.
- Ensure value for money and quality assurance.
- Support effective collaboration between school, parents and providers.
- Promote successful reintegration where appropriate.

3. Legal Responsibilities

The school remains responsible for:

- Safeguarding the pupil.
- Monitoring attendance.
- Tracking academic progress.
- Quality assuring the alternative provider.
- Communicating with parents/carers.
- Conducting regular reviews of the placement.

All placements must be approved by the Headteacher and recorded on the school's management systems.

4. Criteria for Placement in Alternative Provision

A placement may be considered when:

- A pupil is at risk of suspension or exclusion.
- A pupil experiences significant barriers to learning.
- A pupil has medical or emotional needs requiring specialist support.
- Reintegration support is required.
- Specialist provision is deemed necessary to meet individual needs.
- A temporary intervention is needed to improve engagement and attendance.

Alternative provision will not be used as a substitute for appropriate SEND provision or to remove challenging pupils without a clear educational rationale.

5. Roles and Responsibilities

Governing Board

The Governing Board will:

- Monitor the effectiveness of this policy.
- Ensure safeguarding arrangements are effective.
- Receive reports on alternative provision placements where appropriate.

Headteacher

The Headteacher will:

- Authorise placements.
- Ensure a risk assessment is completed.
- Ensure due diligence checks are undertaken.
- Monitor the quality of provision.
- Undertake provider visits.
- Present concerns to governors where necessary.

Designated Safeguarding Lead (DSL)

The DSL will:

- Review safeguarding arrangements within the provider.
- Ensure safeguarding information is shared appropriately.
- Monitor safeguarding concerns.

- Liaise with external agencies where required.

SENDCO

The SENDCO will:

- Ensure SEND needs are met.
- Monitor EHCP provision where applicable.
- Participate in review meetings.

Alternative Provider

The provider will:

- Deliver agreed provision.
- Submit attendance data daily.
- Report safeguarding concerns immediately.
- Provide progress information as requested.
- Cooperate with monitoring visits.

6. Provider Approval Process

Before a placement begins, the Headteacher or nominated representative will undertake due diligence checks.

The following evidence must be obtained:

Safeguarding

- ✓ Safeguarding Policy
- ✓ Designated Safeguarding Lead details
- ✓ Safer Recruitment arrangements
- ✓ Staff DBS checks
- ✓ Staff safeguarding training records

Health and Safety

- ✓ Health and Safety Policy
- ✓ First Aid arrangements
- ✓ Emergency procedures
- ✓ Premises suitability

Insurance

- ✓ Public Liability Insurance

✓ Employer Liability Insurance

Provision Quality

✓ Curriculum overview

✓ Staffing structure

✓ Attendance procedures

✓ Behaviour Policy

✓ Complaints procedure

✓ Ofsted registration details (where applicable) and Lancashire approved provider (where applicable)

7. Pre-Placement Risk Assessment

A written risk assessment will be completed before placement commences.

The following areas must be considered:

Safeguarding Risks

- Child protection concerns
- Missing from education risks
- Online safety
- Peer risks
- Staff supervision

Attendance Risks

- Persistent absence
- Refusal to attend
- Transport difficulties

Behaviour Risks

- Aggression
- Unsafe behaviours
- Disengagement

Health and Medical Risks

- Medical conditions
- Medication requirements
- Allergies

- Mental health needs

SEND Risks

- Communication needs
- Sensory needs
- Physical accessibility

Each identified risk will be graded:

Low Risk

Minimal intervention required.

Medium Risk

Additional controls required.

High Risk

Enhanced monitoring and management required.

8. Placement Objectives

Each placement will have clear targets linked to the child, to support their development, including social emotional, communication, physical and mental health, cognition and learning. School to communicate the needs and placement objective with the alternative provision provider as part of the consultation meeting to ensure that needs and curriculum can be met.

9. Monitoring Arrangements

The school will maintain active oversight of all placements.

Daily Monitoring

The provider will:

- Submit daily attendance information.
- Notify school immediately of unexplained absence.
- Report safeguarding concerns immediately.

Half-Termly Monitoring Visits

A representative from the school will undertake monitoring visits to review the child's progress and evaluate the suitability of the alternative provision, against progress made.

Monitoring activities will include:

- Safeguarding Check
- Learning Review
- Behaviour Review
- Attendance Review
- Pupil Voice

10. Reintegration

Where appropriate, reintegration into mainstream education will be planned and supported.

Reintegration plans may include:

- Gradual increase in school attendance.
- Additional pastoral support.
- SEND support.
- Parent engagement.
- Multi-agency involvement.

Review date: September 2027